

COMMITTEE ON ADMINISTRATION/INFORMATION SYSTEMS

May 2, 2006

5:15 PM

Chairman O'Neil called the meeting to order.

The Clerk called the roll.

Present: Aldermen O'Neil, Lopez, Smith, Forest, DeVries

Messrs.: R. Sherman, V. Lamberton, D. Hodgen, Deputy Chief Leidemer,
J. Hoben, D. Boutillier

Chairman O'Neil addressed Item 3 of the agenda:

Appeals of the denial of a peddlers license application and the denial of a
taxicab drivers license application(s).

Alderman DeVries moved to enter into non-public session under the provisions of RSA 91-A:3II(c). Alderman Forest duly seconded the motion. By roll call vote it was voted by the members of the Committee to enter into non-public session. As a result of the discussion held by those present, it was the consensus of the Committee members present that Ms. Sarah Mientus' license be temporarily granted with the stipulation that she report to the City Clerk's Office in six months and that Mr. Alonzo's appeal be received and filed.

On motion of Alderman Smith, duly seconded by Alderman Forest it was voted to exit non-public session.

Deputy Clerk Normand stated that no business other than the appeal of the denial of Ms. Mientus' and Mr. Alonzo's licenses were discussed in non-public session.

TABLED ITEMS

4. Communication from Thomas Arnold, Deputy City Solicitor, providing an update on the status of cable casting origination points.

This item remained on the table.

On motion of Alderman Lopez, duly seconded by Alderman DeVries it was voted to remove Item 5 from the table.

Proposed reorganization of the administration of Traffic and Parking responsibilities.

Alderman Lopez stated first I agree that we must look at different ways of doing things and we must walk before we run. Let's start with a base to do it from. Since there are a lot of unanswered questions about the Parking Control Officers, I think we still need to fund the positions whether they are with the Police Department or under the Parking Enterprise. In my opinion this would give us the base and the structure required and things such as Parking Control Officers, if it is legal, plus the parking garage could be added. One serious concern of mine was the employees who have been faithful to the City. In the end I think they should be treated fairly and we should show our faithfulness in them. I respectfully suggest that the following recommendations to this Committee and hope that approval will be received and reported out to the full Board and the Committee on Finance so that the necessary paperwork can be completed by July 1, 2006 and the Board can move on to the next problem. In my opinion I agree that a Division of Parking would be the way to go under the Manchester Economic Development Director. Placing it under his control would make the most sense. The following recommendations:

- A) That Jim Hoben, Deputy Traffic Director, be grandfathered in at Grade 22 and upon his departure from City service the position would be re-evaluated.
- B) That Jim Hoben be made Traffic Operations Manager at Grade 22.
- C) That Denise Boutilier become the Administrator (Grade 16) in the Parking Enterprise Fund. Note: Review of this position shall be made by the Human Resources Director after 6-12 months to see if the position is properly classified with report to the full Board at a later date.
- D) That the Parking Meter Technicians (2) at Grade 12 be assigned to the Division of Parking; and
- E) That a Parking Manager be hired under the Enterprise System at a Grade 25.

For further consideration, I submit the following recommendations:

- 1) If C and D above are approved then this Division should report to the Economic Development Director;
- 2) The Human Resources Director to work with the Economic Development Director and others if need be to assist in the development of a job classification for a Parking Manager at Grade 25 so that it may be advertised as soon as possible;
- 3) Effective date, July 1, 2006; and

- 4) Move forward with an RFP for new display meters as soon as possible so as to aid the Board of Mayor and Aldermen in their deliberations for a final decision as to whether we are going to use them.

Approval of these recommendations will mean that the City has begun the process of moving forward in this area as recommended in the recent parking study.

Highlights as follows:

- Responsibility assigned to one department;
- Authorization to hire a Parking Manager; and
- Creation of a Division of Traffic

Your favorable review and consideration of these recommendations is greatly appreciated. I would be happy to answer any questions.

Alderman DeVries asked the final bullet in your letter indicates the creation of a Division of Traffic. I am wondering if you could elaborate for me on that.

Alderman Lopez responded I wanted to...I don't want to say people making up their minds let's put it that way and I had no particular recommendation other than to say a Division of Traffic at the present time because we have a Traffic Operations Manager. I did not want to say let everybody just go into the Highway Department because that goes back to the first statement I made. Let's walk before we run. I think being a Division of Traffic and depending on the issues and who will be in charge of that – whether Frank Thomas would be in charge of that if that is so desired I think can be worked out. We should find out the real problems before we actually dismantle the Division of Traffic. That was my philosophy along that area. Others have...in speaking to others they have different philosophies and that is okay to. That is why I didn't say put it in the Highway Department but just keep it as a Division of Traffic for the time being so we can find out the details of it.

Alderman DeVries asked does that mean that they would receive administrative support from the Highway Department.

Alderman Lopez answered I think that is a determination that this Committee would have to make or the Board as we go along, whether it be in July or August or whenever. Those decisions will have to be made somewhere along the line. I think having a Division of Traffic right now...what does that mean? From this point because of the budget process I think that we move forward and at some point we will have to make a decision, for example, like you are speaking of. What kind of support? If the decision is made by the Committee and then the full Board as it is a Division of Traffic within the Highway Department then the

Superintendent of Highways would be in charge of that division just like he is in charge of Building Maintenance.

Alderman DeVries stated I guess that would be my only question or the only hole that I hope we examine further before we finalize our budget decisions for next year because if they don't receive the administrative support through the Highway Department obviously with the transfer of the Parking Enterprise that will leave a hole in that division, whether it is preparing their own internal budgets or the usual day-to-day administrative support. I think we just need to clearly lay that out so that we are not stranding them without any sort of administrative support like answering the phones on a daily basis and keeping track of jobs and that sort of thing. Other than that I think it is a very good proposal. One other piece that I hope we can examine further before we make our final decision might be the existing office space in the Economic Development Office and if they really have enough space to accommodate the Parking Enterprise or if it would make sense for the time being to leave that within the existing Traffic Division. That might answer the administrative piece at least for a six-month period while we nail down details.

Alderman Lopez responded I can answer that only this way. I really didn't want to address the details as to whether they report to MEDO or whether they stay where they are at or whether the Director would want them there for three or four months or whatever the situation may be. I deliberately didn't do that because I don't feel it is...I don't feel it is my duty to do that. It is up to them. We give them the structure and if they stay where they are at temporarily or they move in to the Economic Department I think I will leave that up to the Economic Development Director along with staff like the Mayor. You have to remember if he gets other people he might not have the room. I didn't want to say where they would go or what would be the best solution.

Alderman DeVries stated I would agree with you that the details need to be worked out by the staff in both offices. I would hope that they would report back to us with some suggestions in a timely manner in case there are budget implications that we do need to address before the beginning of June.

Alderman Lopez stated that is a good point because I can tell you just moving the three people over to the Parking Enterprise I could have cut down \$229,000 to cover those three positions but if they move out of there as far as the paperwork and who is going to help the Traffic Division...I know exactly what you are saying and I think that people have to take that into consideration before they do anything and if the situation arises, which I am sure it will if the policies are passed by the full Board, then the Economic Development Director and the Mayor and HR Director and whoever else is involved are going to have to look at it. At

the same time, as a note being a Division of Traffic, subtracting the \$229,000 from there to go into the Parking Enterprise then the Division of Traffic will have a budget line item just like Building Maintenance for now and whatever that number will be I didn't calculate it yet.

Chairman O'Neil stated the Facilities Division.

Alderman Lopez responded no Traffic.

Chairman O'Neil replied when you said Building Maintenance you meant the Facilities Division.

Alderman Lopez stated yes.

Alderman Forest stated I sort of agree with most of what you say but I need some clarification. First, the proposal would be to leave pretty much the Traffic Division as it is now until July 1 correct?

Alderman Lopez replied yes but it could go beyond July 1. If we are recommending a Division of Traffic where the Director is the Traffic Operations Manager depending on the administrative aspect of it and who is going to be reporting to who that hasn't been determined. Let's say in July...this might take until July or August for the administration and management to work out and say okay you are a Division of Traffic under the Highway Department. Then there would be no dissention as to who would be in charge. Frank Thomas would be in charge. He would be in charge of that Division. It would come under his control moving forward. If the BMA decided they just want to keep it as a Division of Traffic then the question comes up who do they report to. Do they report to the Mayor or to the Traffic Committee? I think years ago they had something like that in Building right where the Building Maintenance Department reported to the Lands and Buildings Committee. It was a tough call for me to say it is going under Frank Thomas and the Highway Department or they stand-alone. Once you remove the three other people going into Parking they are all going to have their hands full as to what their obligations are and I know I am dancing around your question a little bit but there is no answer to it at this time.

Alderman Forest asked so if we vote on this and get it out of Committee and get it to the full Board, the majority of what you are asking I agree with. As far as who is in charge and who is not, I am not sure I do right now. I think you are leaving that up to the full Board as to whether it stays a Division of its own or we put it under another department and call it something else. I agree with the fact that you are asking about the hiring of a Parking Control Manager. I think that is a step that I sort of worked on a little bit at the beginning of my career as an Alderman

and I like that part of it. I would vote for this. I just want to make sure that I am voting where you are leaving it up to the full Board to say where they are going as far as who is in charge and whatnot. I like the fact that we are keeping the employees until they are ready to leave.

Alderman Lopez answered yes. It is going to be a Traffic Operations Manager of the Traffic Division. Now the full Board can say it is going to the Highway Department. This Committee can make a recommendation as to what it is going to do but in trying to work this thing out I don't know if the Committee is ready to do anything like that and that is why I said we have to walk before we run and work out the bugs first on what is going to happen if it goes under the Highway Department. We are definitely saying that Jim Hoben is grandfathered in. We have done that before in the City. We did that to a couple of people in the Assessor's Office. That is the whole thing. People would be able to call Jim Hoben the Traffic Operations Manager directly at the present time and the future and that was a concern of a lot of Aldermen. They wanted to be able to have that communication because they get a lot of calls on traffic. That is where we stand right now.

Alderman Smith stated I disagree with the administration. I think this is a step towards consolidation in my mind. I would like to see the Parking Manager be part of the Traffic Division. I think if we go this way it is opening up the door for consolidation of the Traffic Department with the Highway Department.

Alderman O'Neil stated I will comment...I spoke with the Mayor briefly before the meeting and he may still be here and we could check to see. He generally agrees with this concept. I don't want to speak for him that he agrees with every point but he generally agrees with Alderman Lopez's recommendation. We can check to see if he is here and he may want to come out and speak on it. We are kind of at this crossroads where we have been before with this similar issue. Oh, here is the Mayor. Your Honor I did not want to speak for you but I mentioned that in a brief conversation you and I had prior to the meeting you were generally receptive to the concept that Alderman Lopez has laid out.

Mayor Guinta stated I did have an opportunity to take a look at Alderman Lopez's proposal and I think that conceptually we agree on the direction. I think to be fair to Mr. Hoben this addresses that concern with a long-term employee. He is certainly a valued individual in the City and I certainly think that he could be just as effective in the Division as opposed to a department so I would certainly favor under this recommendation keeping Mr. Hoben in the Traffic Division. I think it also makes sense because we can have the efficiencies I think that we need for the long-term planning of the City and I think it does open up the opportunity to establish the Parking Enterprise, which make sense. Generally speaking, I think

the Board sees some of the value of moving in this direction so I was pleased to see the effort made by Alderman Lopez. I certainly appreciate the time and effort he put in and I am willing to move from my proposal and adopt this variation.

Alderman Lopez stated for the record I would like to have Randy Sherman come forward and Ms. Lamberton. I just want it for the record. Randy, I will start with you. Can you just explain a little bit about going out for the Smart Meters and what that means to the Board of Mayor and Aldermen?

Randy Sherman, Deputy Finance Director, stated the whole idea behind the Smart Meters is one it gets to be a much more efficient operation. If you are replacing 10 single head meters with one Smart Meter, so you are going from almost 3,000 meters down to 300 meters give or take depending on how you lay them out in the City. First of all it cuts your collection time by 90%. The Smart Meters will not only tell you when they need to be emptied but you are not chasing after meters that may only have a few bucks in them because they just haven't been used but they also can have their rates changed remotely. You can change all of the meters from on central location. They will track your parking history and give the Parking Manager that he needs to figure out where people are parking and when they are parking and how long they are parking for. It is all electronic and it is all computerized. It also will add other alternatives that you currently don't have. For example, taking debit cards or credit cards. You will have the ability to give your downtown vendors vouchers that they can give to their patrons.

Alderman Lopez stated the point that I want you to clarify is that just because you go out for an RFP doesn't mean that it is foolproof. It still has to come back to the Board.

Mr. Sherman responded right. The amount of money that the Mayor put in will not fund all 300 meters. It pretty much, depending on the price, may fund about 40%. What you would do is you would go out and ask the vendors to take a look at the downtown area where you currently have meters and allow them to place the meters where they think they would be most effective. So what you would do is once you got those proposals back and you had the pricing back it clearly would have to come back to the Aldermen.

Alderman Lopez asked Ms. Lamberton in working out a class specification for a Grade 25 for a Parking Manager if the full Board approves this and advertises for it...I guess the question would be...I guess the Mayor would be hiring that individual or the Economic Development Director.

Ms. Lamberton answered right. If it is a division it works for a department.

Alderman Lopez stated and for all of that to be done it is just a matter of getting that paperwork done and a final decision doesn't have to be made right then and there on either case. It could be that nobody applies for a Grade 25. Randy thinks there will be.

Mr. Sherman responded I think you are going to be surprised. You may even get somebody coming right over from the Center of NH. You just don't know. There are folks out there that run parking systems.

Alderman Lopez stated I just wanted to bring that point out.

Chairman O'Neil stated I have a couple of things for Ginny while she is here. I generally agree with the job description that Mr. Lutz recommended, the framework of it and I don't know if you happened to see that.

Ms. Lamberton responded I have not.

Chairman O'Neil stated he was our parking consultant and based on his professional work he drew up a job description. Randy can we make sure that Ginny gets that? The one thing if I recall and I don't have it right in front of me but he was pretty rigid on education and he was very rigid on two certifications. I would just suggest that we may need some flexibility on those so I hope they would be written with and/or or recommended or something like that. I don't know how many of these certified people are out there with the grade that he is recommending. When we had Mr. Lutz in here he gave an approximate salary amount and I think Alderman Lopez matched that to a Grade 25. He certainly understands that budget that has been put together for the Enterprise. That is just my suggestion regarding the job description – that we just have some flexibility with it. I know you are just seeing this for the first time.

Ms. Lamberton responded I am just looking at what the requirements are. It says for experience five years of progressively responsible administrative or management experience within a large organization and at least five years of management level experience working in on and off street parking or public municipal parking. My guess is that most people who have been doing that probably would have gotten certified but we will work on that.

Chairman O'Neil stated just some flexibility so we don't lock ourselves...

Ms. Lamberton interjected well I will see if I can find out how one gets to be certified and how complicated that is.

Alderman Forest stated I have a comment for Ginny. I have been to Portland and Portsmouth and Concord and Nashua and I have even gone to Boston as far as Parking Control Manager. The Concord Police Department hired one, Mr. Burke. I am not sure about the other three that I spoke to but in Portsmouth it is the Highway Department and in Portland it is a division of itself. Maybe you can find out through them the criteria they used. I know all four men that I spoke to were very well qualified for the job that they filled.

Ms. Lamberton replied I would be happy to do that.

Alderman DeVries stated I would like to talk briefly about the advantages of keeping the traffic employees in a division versus a 100% roll into the Highway Department. It is my understanding and correct me if I am wrong that their benefits such as vacation they would have maintained their time either way but if there is an seniority in picking vacation times all of their seniority if we had rolled them into the actual Highway Department they would have lost. Staying as a freestanding division they will keep all of their seniority within that division.

Ms. Lamberton replied I really would defer to David Hodgen. He brought the contract with him for AFSME, which is in the Highway Department. If you go to MEDO there is no union there so there is no issue there.

David Hodgen, Chief Negotiator, stated as I recall the City had this circumstance when the Cemetery Department was combined with Parks & Recreation and I think they agreed to combine the seniority so that the folks that came from the Cemetery Department did not lose the seniority that they had in the Cemetery and they just melded all of the dates of hire together and started from there. Probably that would work in this case.

Chairman O'Neil asked when Public Building Services became a Division of Highway they were presented by the same...I don't know if they are separate bargaining units but they are represented by the same union.

Mr. Hodgen answered yes they are both represented by AFSME but they have individual collective bargaining agreements.

Chairman O'Neil asked how did that work when the employees from PBS became the Facilities Division of Public Works.

Mr. Hodgen answered they were considered separately because they have two different collective bargaining agreements.

Chairman O'Neil asked how are the employees at the Traffic Department. Are they rolled in with a bigger group or do they have their own bargaining unit?

Mr. Hodgen answered the employees in the Traffic Department are covered by the AFSME master contract, which the Highway employees are.

Alderman DeVries stated that is fine. I just wanted to say that it be important that we do take care of the seniority issues with any kind of changes being made. This may be a better question for Finance than it would be for either of you but my impression is that also with a Division that would have a free-standing budget that was part of another budget, which means there wouldn't be the line item transfer between the whole entity. I think Randy can understand now why I am saying...

Chairman O'Neil interjected before we bring Randy up let's take care of David and Ginny so we don't have them playing musical chairs. Any questions for David or Ginny?

Mr. Sherman stated right now Building Maintenance is a good example. You do appropriate those dollars as a separate appropriation within the resolution and you clearly could do that with the Traffic Division. As a matter of fact I believe the way, and I don't have a copy maybe Carol does, but the way the Mayor put it on the resolution the first time Traffic is a separate number. Again you could continue to do that.

Alderman DeVries asked and the advantages to doing that would be say if it was a particularly horrible snow year and there were problems in the Highway Department budget it wouldn't jeopardize our ability to maintain our signal system or other important...

Mr. Sherman interjected that is correct and under the Charter you always have the ability to move money even between departments as long as it is unencumbered. If it really was dire you could do it anyway but it would have to come back to the Board rather than have the Public Works Director make the decision.

Alderman Lopez stated Randy got into it just a hair but a resolution, I think that is where the City Solicitor would have to come in too because the ordinance would have to be changed. Am I correct, City Solicitor, in creating the Parking Enterprise?

Thomas Arnold, Deputy City Solicitor, replied yes it would probably involve an ordinance change.

Alderman Lopez stated I presented, which is in the traffic study, a copy of the ordinance they have for a parking division. I think Alderman DeVries was on target when she talked about a resolution and also an ordinance creating the Division of Traffic if that is the way we are going in either case, the Division of Traffic under the Highway Department or the Division of Traffic staying alone. I just wanted to bring that point up.

Alderman DeVries stated I just wanted to compliment Alderman Lopez. It appears that it is at least a \$100,000 savings in the proposal you brought forward and it does glean the efficiencies of the Parking Enterprise that the Mayor had brought forward and I thank you for the proposal.

Chairman O'Neil asked Randy, and I have seen so many budgets and numbers lately and it has been a month or so since we met on this but is there a recommended budget put together for the framework that Alderman Lopez has laid out.

Mr. Sherman answered yes. The budget that the Mayor has and I did go back and look at the salaries today to make sure that we were within the right range, the budget that the Mayor put together actually had the Parking Manager...again because he added four more PCO's...

Chairman O'Neil interjected let's stay away from the PCO's.

Mr. Sherman stated right I am just saying it does have...if you move the administrative position it would actually, doing the math backwards, it would leave about \$63,000 for the Parking Manager, which again is right where Mr. Lutz had put it.

Chairman O'Neil asked but that doesn't include benefits.

Mr. Sherman answered all of the benefits are in there for all of the positions.

Alderman Lopez stated if you look in your budget book in the back there is a Parking Division agency. The entire salary, dental, insurance, everything is there and it comes out to \$6,603,825 but understanding that the City in the FY07 budget is going to get \$3,595,000 back. If you take a good look at that I think it will answer your question.

Chairman O'Neil asked so there should be enough money to cover a Parking Manager and there is enough money for Denise to be moved over and there is enough money for the two meter technicians to move over...

Mr. Sherman interjected correct.

Chairman O'Neil asked am I missing...let's not go to the PCO's right at the moment.

Mr. Sherman answered exclusive of the PCO's that is all of the staff there is.

Chairman O'Neil asked so those positions are all covered – salaries, benefits, equipment, etc.

Mr. Sherman answered yes and again all of the operations of the Victory Garage are in there. Everything is...

Chairman O'Neil interjected if, and Alderman Lopez references it in his...stay away from the PCO's but if we wanted to do away with the one contract that we have now at the Victory Garage is there enough money to move those employees over.

Mr. Sherman replied yes because their salary is already in the budget. It is not in a salary line...

Chairman O'Neil interjected but that is part of the budget that has been...

Mr. Sherman interjected yes so you would have to come in and do a line item transfer to move that out of contracts and management services and those types of things and move them into salaries and benefits but the money is there.

Chairman O'Neil asked and if the creation of the Traffic Division...we need to fix some salary numbers there then. I don't believe Mr. Hoben's salary is in the...

Mr. Sherman interjected on the general fund Traffic Division side. You are correct. Mr. Hoben's salary is not there.

Chairman O'Neil stated there was a discrepancy about an electrician and if we want to have three foremen and two electricians then we need to fix that as well.

Mr. Sherman replied no I believe all of those positions were in there.

Chairman O'Neil stated I just want to make sure if we move forward with this that we have crossed out t's and dotted our i's. That service will shift over to the Enterprise?

Mr. Sherman responded correct.

Chairman O'Neil stated so we have really covered everything – from staffing if we go that route to debt service to any contracts we are obliged to, etc.

Mr. Sherman stated of course the initial run is Traffic had their budgets for the parking operations and Police had theirs. I know you don't want to go there but Police had theirs. They both gave me their budgets on what we could pull out of their operating budgets if we set up the Enterprise so those numbers almost perfectly have been moved over and the only other additional items that have been added to the Enterprise was the debt service that we currently have outstanding and then funding the additional positions.

Chairman O'Neil asked if we decide to get this thing going and we want to leave the PCO's in the Police Department for now...I know that is not Mr. Lutz's recommendation but let's say we decide that is what we want to do for now and halfway through the fiscal year we decide okay things have settled let's move them over we have the mechanics to do that.

Mr. Sherman answered yes. As a matter of fact Alderman Lopez and I talked about this. You would want to put the...if you don't have the salaries in the Enterprise fund you wouldn't have the ability to do that but if you budget for the salaries in the Enterprise fund it doesn't necessarily mean they couldn't still report to the Police Department.

Chairman O'Neil asked couldn't then the Police Department show revenues and charge the Enterprise for that.

Mr. Sherman answered you could but there really would be no reason to add that administrative layer. I mean again they are either going to report to the Parking Manager or they are going to be part of the Parking Enterprise but yet report to the Police Department. It really doesn't matter where they are reporting to but you need to have the salaries within the Enterprise fund if you want to charge that.

Chairman O'Neil stated give me an example of where we have employees charged out of one budget but reporting to another organization.

Mr. Sherman responded you have an individual in the Tax Department that is actually paid for out of EPD.

Chairman O'Neil asked but that employee is a Tax Department employee.

Mr. Sherman answered she works for the Tax Collector. What they did is because you have the whole lien process on sewer bills there was always so much work

that effectively was EPD related so they agreed that they would fund one position in its entirety but she actually works in the Tax Office.

Chairman O'Neil stated but generally speaking that employee is a Tax Department employee correct Ginny even though the funding source is outside.

Ms. Lamberton replied yes.

Chairman O'Neil asked so we do have a way of doing it without charging the Enterprise.

Mr. Sherman answered right.

Chairman O'Neil stated before we go off of this I would like to call Deputy Chief Leidemer up just to talk about the PCO's.

Mr. Sherman asked are you all set with me.

Chairman O'Neil answered we are. Thanks Randy. There is a letter I believe from Deputy Simmons. Do you just want to talk about the legal issues or non-legal issues?

Deputy Chief Leidemer stated which one would you like. We were contacted yesterday and asked to weigh in on whether it was legal to transfer the parking control duties and responsibilities to someone other than the Police Department. The answer to that is yes it is legal and we supplied a copy of the RSA. As far as maintaining control of the Parking Control Officers, perhaps from an efficiency standpoint, whether it is a person, department, or division perhaps it makes sense to have the person, department or division that is tasked with creating a parking plan, parking strategy and developing the ability to closely monitor the parking itself to get real time information to the people that take enforcement that perhaps it makes some sense to have the Parking Control Officers work for the person, division or department. Keeping that in mind or keeping in mind that we would have to maintain control of the Ordinance Violations Bureau based on our need to have a SPOTS terminal.

Alderman Lopez stated I agree with what you just said about the Parking Control Ordinance Division and the Parking Control Officers working hand in hand. I think the administration of the Parking Control Officers coming under the Enterprise system is more so to hire more Parking Control Officers and to fund them because they are not funded with the Police Department. I go back to what Randy said, which is that you are still in control of them to a degree in the operation aspect of being a Parking Control Officer. We are only concerned with

making sure that they get the added revenue or control of the entire City that is why more Parking Control Officers would be added. You wouldn't have to fund them because they would be under the Enterprise.

Chairman O'Neil asked are you suggesting that they remain employees of the Police Department.

Alderman Lopez stated I am suggesting that it would have to be worked out as a management agreement – an ordinance or resolution to say okay the Parking Control Officers will be working and providing guidance to the areas that the Parking Control Officer is looking at so to speak because the PCO...I am using the wrong one. The Parking Manager would be working with the Police Department in identifying areas and helping identify areas for control of parking. I think if I am reading it right some areas where the PCO's do have obligations to the Ordinance Division so to speak. Am I reading you right?

Deputy Chief Leidemer replied no Sir I didn't mean to imply or infer that. That wasn't my intent. What I spoke to initially is we think it is efficient to have...I think Randy spoke earlier about the new technology available for the meters. The Parking Manager division or department would have real time information where the improvements need to be made and where greater enforcement needs to be made in Manchester. We don't have that technology. We don't have the resources to do that. The PCO's who work for that division or department, that division or department could say to them in the morning or the afternoon this is what I want all of you to do today – to concentrate on this area. One of the goals would be to have a turnover of cars and free up parking spaces. We don't have the resources or technology for that. The second point I spoke to is Ordinance Violations. The only reason I am speaking to that at all is because it has a SPOTS terminal. To operate a SPOTS terminal you have to be certified by the State Police to do that. Our PCO's aren't certified for that. By agreement with the State Police to utilize a SPOTS terminal they can't have anyone other than a Police Department employee that is certified use it.

Alderman Lopez asked to follow-up a little bit more do you see any other thing that would require the Police Department to have control. Like for example there might be a requirement for training. Do you see any training or uniform or special equipment that would be dictated to the Parking Manager to say these people have to take this type of training and that is part of the agreement or do you see just giving them to them?

Deputy Chief Leidemer answered I think we could work collaboratively with them – hand in hand with them to provide the training. The equipment and the uniforms could be transferred to them very easily. The Alderman raised a point, and it was

a valid point, that sometimes the PCO's are the additional eyes and ears for the Police Department but I think that is a logistics problem or a practical problem that we could work through. We are not against having the PCO's continue to carry a police radio if they witness something and come upon an accident or someone who is in need of medical service that they could call the dispatch center much like they can do now working as our employee.

Alderman Lopez asked so the PCO's report to the Parking Manager on a daily basis.

Deputy Chief Leidemer answered yes Sir.

Alderman Lopez asked if there are some special things that could be worked out, that is what you are saying. That they have radios and can report accidents and they even...can they do traffic?

Deputy Chief Leidemer answered no we don't use them for traffic.

Alderman Lopez asked so whatever those things are could be worked out with the division.

Deputy Chief Leidemer answered yes Sir.

Chairman O'Neil stated if I may Deputy Leidemer and I spoke earlier today about this issue and I am of the opinion today that I like them better in the Police Department with coordination from the...with the Parking Manager when he or she comes on board. I don't think...Randy you can give me a nod yes or no but we don't need to solve this today where the PCO's are. The money is someplace for them correct? So this may be something that we want to talk about after the budget is approved. Maybe bring the Parking Manager on board and have he or she work with the Police Department. Maybe they come back to us in the fall and say it is best that it remains in Police or it is best it goes to the Parking Division...I don't think we need to spend the spring trying to solve that issue. I am pleased to hear the Deputy saying they are open to the police radios...that is a big concern of mine whether they are...

Deputy Chief Leidemer interjected if I may I think more discussion needs to take place if you want to further explore keeping them at the Police Department working for someone else. That is going to take some dialogue and those are things that are going to have to be worked out. You have supervisory issues and evaluation issues.

Chairman O'Neil stated this isn't a major issue but I saw you just bought...you got approval to buy a brand-new vehicle for the PCO that does the Denver boots and we talked about kind of expanding their role more to help out some of the regular patrol officers in the neighborhoods and that. I think that part of it needs a little bit of work but as long as the door is open after the budget is approved to work on it. I think that is the way we should go.

Alderman Lopez stated before you accept a motion, out of courtesy I would like to ask Denise and Jim if they would come up. I think they want to say something and I think we should give them that opportunity.

Chairman O'Neil stated that is fine.

Jim Hoben, Deputy Traffic Director, stated just a couple of things. When we were going over all of these revenues and efficiencies that we looked at, we never realized...it all came up in the audit. Kevin Buckley came back to us and kept asking questions like how come your energy consumption is 50% and how come your revenues are up so we looked at it and stretched it out and thought about it. We never really looked at it in that way because we were always out pushing it. The audit was a good thing for us because it really identified what we were doing. Denise wanted to put a couple of things together and get that letter out to you so you could see what it is all about.

Denise Boutillier, Traffic Department, stated Jim Hoben and I have been Traffic Department employees for a combined total of 58 years. The average employee longevity in the Traffic Department is approximately 19 years. Our employees are dedicated, hard working and reliable. There has been much spoken about inefficiencies in the Traffic Department. Unfortunately, there hasn't been much talk about our efficiencies. Thank you for the opportunity to speak about these. Energy and equipment usage savings. Traffic signal energy usage cost has been reduced by 50% for FY2000-2005. Of \$141,000 in 2000 to an appropriation of \$71,000 in 2005. In 1996 the LED rebate program with Public Service and CIP was initiated and implemented. \$100,000 was recognized in rebates by installing LED energy saving bulbs. These were all in-house installations. The Victory Garage Energy Saving Lighting Project was initiated and implemented and with the assistance from the Aggregation Program, resulted in a savings of energy costs in excess of \$15,000. Amoskeag light poles and fixtures were converted from cast iron to cast aluminum, resulting in a \$100,000 savings to the City. Traffic, Highway and Parks & Recreation departments now use this specification, resulting in a 50% per unit savings. Kevin Buckley can verify this information. Revenues. All recognized parking revenues have increased from FY2000 to present. This is real money the City has seen and deposited into the general fund. These are real savings and real initiatives we will take credit for. Kevin Buckley can also verify

this information. Surface lot and on-street parking permit revenues have increased by 225% - from \$478,000 to the current \$1,555,000. Parking meter hood rental revenues have increased by 37% from \$21,000 to \$29,000. Parking meter revenues have increased by 10%. In addition to the permit revenue increase and the initiatives we put forth with the opening of the Verizon Wireless Arena from \$667,000 to \$729,000. Surface lot and on-street parking spaces are over sold approximately 40% as compared to the 1% to 25% peer comparison in the downtown Manchester parking study. Section 6.1 of the parking study indicates that overselling parking spaces by more than 25% is a warrant that changes should be made to the way that parking is provided. Aggressive over selling has recognized real money deposited into the general fund. Signal division. In 1968 our Signal Division complement was three and there were thirty-eight signalized intersections. We currently have 151 signalized intersections and maintain all flashing beacons, snow removal strobes, opticom and all municipal parking lot lighting. Our Signal Division complement currently consists of two signal technicians and one signal supervisor. One signal technician is out of work due to long term health issues. The Institute of Transportation engineer suggests the employment of one signal technician for every 31 intersections. The Traffic Department currently has one signal technician for every 71 ½ signalized intersections. Employees in the Signal Division are all licensed electricians. They provide a high level of work safety due to their knowledge of electricity. It has always been the practice to work with live wires on reconnections during knock downs and malfunctions. If we shut down power, the intersections would be dark and require a police officer to direct traffic during the repair. This operating procedure enables traffic to keep moving. We have not had to contract with a traffic control company for traffic detail due to malfunctions or repairs in 20 years. All of our work is done in-house due to the expertise of this management staff and this signal staff. Claims and liability issues. Risk Management will tell you that our record regarding claims and liability issues is above industry standard. The employees in the Traffic Department are on 24 hour/7 days a week emergency standby to repair all traffic control devices, which are malfunctioning, damaged or missing. This low claim rate is based on due diligence, knowledge and experience of the management and staff. In closing, no other City department has come close to meeting these kinds of efficiencies and now the Traffic Committee, the Administration Committee, the Finance Committee and the Board of Mayor and Aldermen will direct our future. We are ready to be directed. All we ask is that you treat us fairly and acknowledge these efficiencies.

Alderman Lopez stated I want to be the first to acknowledge the efficiencies of the Traffic Department. I think these people have done a terrific job and that is why I wanted to fight so hard in the decision making process of starting a parking enterprise for better things to come. I know, Denise, how hard you work and the

knowledge you have and Jim your expertise in the Traffic Division. I commend both of you.

Chairman O'Neil stated I will make one final statement. Unfortunately this is the second time in recent years that this whole issue has come up. It is never pleasant. There have probably been some friendships lost over it. If we fail to come up with some plan this year I think it would be on the table again next year and the year after that with the employees never knowing what was in store for the future. We have two long-time dedicated City employees sitting in front of us here at the table and as much as change may not seem in their best interest, I think it is the only way to bring some stability to servicing the citizens because as I said earlier this is going to be...it has been an issue in the past, it is an issue today and it is going to be an issue in the future unless we bring some closure to it. I want to commend Alderman Lopez for coming up with a plan that I think is in everyone's best interest. We still have some work to do with it. It still needs to be...if there is a vote of this Committee sent to the full Board. It is going to need work before the budget is approved and there are going to be items to be taken up after the budget is approved. I want to thank Denise and Jim for their work and their dedication. They could have buried their heads during this whole process and they didn't. They stayed out front and they tried to bring the issues of importance to them and their fellow employees to the table here and I think that was heard so I want to thank them both for that.

Alderman Lopez moved that items a-e be approved and sent to the full Board and further...

Chairman O'Neil interjected Carol needs some clarification.

Deputy City Clerk Johnson asked so items a-e you want to approve and recommend to the full Board of Mayor and Aldermen.

Alderman Lopez answered also items 1-4 be approved...

Chairman O'Neil interjected can we take a-e first.

Deputy City Clerk Johnson stated let him go through what he wants to do and then I will go back and clarify what I need to.

Alderman Lopez stated there are two parts to this. One can't go without the other in my opinion but I will let you be the expert. In making the recommendation I am making the motion that a-e be approved along with 1-4 and the necessary resolutions and ordinances be approved before July 1.

Deputy City Clerk Johnson stated I guess I do have to follow it up with just a couple of questions. If we are moving items a-e and items 1-4, if I am understanding it you are also going to the bulleted section down below, which would say that you are basically going to have a Parking Division as an Enterprise and the Division of Traffic separate from that...

Alderman Lopez interjected down at the bottom you mean.

Deputy City Clerk Johnson responded I am no talking about the authorization at this point to hire anybody. I am talking about back-up to items a-e and 1-4. In those two sections you are first...you want to recommend the creation of the Division of Traffic and a separate Parking Enterprise fund, which would be a Parking Division of its own under Economic Development. In order to do that...and you are looking to obviously have funding in the proper areas by the Finance Committee as it comes out of there. So the recommendation would go forward to the Board to recommend that those items be done and that the report be then referred to the Committee on Finance for funding mechanism and to the Committee on Bills on Second Reading for ordinance preparation. We would be further recommending that the ordinances be considered and adopted as necessary prior to July 1 as I understand it.

Alderman Lopez replied that is correct.

Deputy City Clerk Johnson stated I think we have it Mr. Chairman.

Alderman DeVries duly seconded the motion.

Alderman Smith stated going back to the Parking Manager I have no problem with the Parking Manager but I do have problems with where it is going to be located. I understand now that it is going to be under the Economic Development Director. I spoke on this before and I think the Economic Development Director has other responsibilities that he should adhere to and I think this is the wrong place. I am all in favor of a Parking Manager but I would like to have it stay within the Traffic Department.

Deputy City Clerk Johnson stated there is one other thing I would note in the process is that you are creating a Parking Manager position. I am sure that Ms. Lamberton will come up with a class specification for that, which will also have to be submitted to be adopted by the Board. I just want to clarify that.

Alderman Lopez stated the classification for the Parking Manager will be a Grade 25.

Deputy City Clerk Johnson replied right. You are talking about advertising a position that a class specification has not been adopted for so I just wanted to make sure that it is clear that we will be submitted that through the Board process as well.

Alderman Lopez stated that is correct.

Alderman DeVries stated I would note that we should probably look at any supporting ordinances that might be out there that would have referenced the Traffic Department and clean those up for the language change.

Deputy City Clerk Johnson responded that will be part of what is being referred to Bills on Second Reading now and if there is anything that would really need clarification, Bills on Second Reading can always refer that back to the Traffic Committee. I just want to make it clear that the HR ordinance that comes in will go directly to Bills on Second Reading as part of this process, rather than go through the HR Committee process. That is the way I am reading this.

Alderman Lopez replied yes. Just one thing. On the parking it is in our budget book under fund 540 Parking Division.

Deputy City Clerk Johnson responded but you want to make sure that it goes to the Finance Committee to make sure that all of these fund...

Alderman Lopez interjected that is correct. It is in the budget book so they realize where it is.

Deputy City Clerk Johnson asked do you want to give me that again.

Alderman Lopez stated the City Parking Fund, which is 540 Parking Division in the budget book.

Deputy City Clerk Johnson asked Randy do you know if that is in the Enterprise or in the operating Resolution.

Mr. Sherman answered it is under the Enterprise resolution.

Chairman O'Neil called for a vote on the motion as stated by the Deputy City Clerk. The motion carried with Alderman Smith being duly recorded in opposition.

Alderman DeVries stated before we move on can I make one comment for consideration. On the Parking Control Officers, after we finished that discussion it

dawned on me that we will need to address the pension system as we look at that position. I did confirm with Alderman Lopez that the PCO's are in the state pension system so similar to our school health issues of last night we will need to reflect on it.

Chairman O'Neil stated I don't think we need to take a formal vote on this. Maybe we do just for the record that we put off the discussion of the PCO's until after the budget process.

Alderman DeVries responded I think it is a more complicated discussion Mr. Chairman.

Chairman O'Neil replied I think it is going to take some time and it may be well into the fall when we...

Alderman Lopez interjected for the record they are not in the State retirement system. Ms. Lamberton and the Deputy are both saying that.

Deputy City Clerk Johnson asked is it my understanding that the PCO's are remaining for the moment with the Ordinance Violations Division at the Police Department and, therefore, in the budget process they should remain in the Police Department's budget.

Chairman O'Neil answered that is correct. That was one of the items that I was going to bring up is that we have that discussion at a later date.

Deputy City Clerk Johnson asked do you want to make the recommendation at this time that those remain there at this time and that that go on through the process the same as the previous motion did with Traffic to keep it clear.

Alderman Lopez stated just for clarification, Carol, the money is not in the Police Department. It is in the Parking Enterprise. That is where the money is for them and we had discussion as to whether they are going to work out the details here on the PCO's. Can they still remain there and be paid by the Parking Enterprise or can they go to the Parking Enterprise? I think Alderman O'Neil is thinking along those same lines. In either case, they will be paid by the Parking Enterprise fund.

Chairman O'Neil stated and for now they remain in the Police Department until there is a change...my recommendation would be that we get through the budget and then we usually have a slower period through the summer and maybe there will be a chance for some people to meet during the summer and come back sometime in the fall with a recommendation on it.

Alderman DeVries stated I was just going to say if you are making that motion I will second it.

Chairman O'Neil replied you can make the motion.

Alderman DeVries moved to keep the PCO's in the Police Department and that staff get together over the summer and come up with recommendations that would be in line with the new Parking Enterprise. Alderman Forest duly seconded the motion. Chairman O'Neil called for a vote. There being none opposed, the motion carried.

Chairman O'Neil stated one other issue that I think is very important leaving here tonight is I think we have taken a vote on this recommendation and I think that we should go on record with a vote of recommending that the salary for Mr. Hoben be reinstated back into the budget because it is not there right now.

On motion of Alderman Lopez, duly seconded by Alderman Forest it was voted to put Jim Hoben's salary back in the budget.

There being no further business, on motion of Alderman DeVries, duly seconded by Alderman Forest it was voted to adjourn.

A True Record. Attest.

Clerk of Committee